



# THE HOLT SCHOOL JOB DESCRIPTION

<b>Job Title:</b> Science Technician	<b>Name:</b>
<b>Reports to:</b> Senior Science Technician	<b>Reviewed:</b> January 2026
<b>Grade/Pay Scale:</b> 4	<b>Allowance</b>
<b>Employment Status</b> Permanent	<b>Hours of work</b> 28hrs per week

To be line managed by: Senior Technician

**To take responsibility for the organisation and preparation for all classes and particular responsibility for Physics**

At The Holt School this will involve:

1. Preparation of practical lessons, clearing away and final cleansing of equipment.
2. Organisation of the storage of equipment pertaining to the teaching of Physics. Assist in the organisation and storage of equipment for Biology and Chemistry.
3. Preparation and updating of practicals tracker.
4. Assisting in the maintenance of stock levels of equipment and consumables.
5. Assisting in lessons where appropriate.
6. Awareness of hazards associated with certain chemicals and ensuring containers are labelled correctly.
7. Assisting in the general maintenance of the fabric and appearance of the department.
8. Clerical duties relevant to the work of the science department.
9. Assisting the other laboratory technicians in the performance of their duties.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder.

Signed: ..... Date: .....  
Co-Headteacher

<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Professional Experience in a suitable role	✓	
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
A Levels/Post 18 qualifications		✓

<b>Skills</b>		
Manual Skills	✓	
Team player but also able to work independently and use initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Excellent organisational skills	✓	
Ability to multi task	✓	
Good communication and interpersonal skills – orally and written	✓	
Good IT skills	✓	
Excellent knowledge of H&S matters	✓	

<b>Committed to:</b>		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓